

**FIRE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF CLASS**

This class encompasses the position of chief officer for the Fire Department and includes highly responsible administrative and supervisory duties in the areas of planning, organizing, and managing personnel and property of the department. The Fire Chief establishes management policies and determines goals and objectives for the department, develops and administers the departmental operating budget, provides for the preparation of records documenting department activity, performs public relations duties, and oversees the care and maintenance of all department equipment and property. The Fire Chief also takes command at the scenes of fires and other emergencies, directing fire fighting, rescue, and related emergency activities; and provides for a program of fire prevention, including inspections and investigations. The employee of this class works with a high degree of independence, reporting to and having work reviewed by the St. Tammany No. 2, Fire Board of Commissioners.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the Fire Department, directing all functions and activities as chief officer. Organizes the work functions to provide the most efficient services to the community while minimizing expense. Provides for the enforcement of union contract provisions and for the continued operations of the fire department in the event of a breakdown or failure of negotiations. Reviews department operations and decides if new programs or policies are needed. Develops methods to identify and evaluate productivity of departmental programs and uses these methods to establish optimum operational procedures. Establishes a personnel recruitment and selection program following EEO standards. Establishes a system of performance evaluations by setting performance standards and providing training for supervisors who will use the system. Develops a risk management program and monitors the results by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Develops and implements a safety program. Establishes and maintains a system of internal controls through observation and review by supervisory personnel, inspections, and investigation of any violations of the code of conduct by department members.

Prepares a departmental operating budget by collecting and

analyzing all necessary fiscal information. Authorizes expenditure of funds, making sure that such expenditures are in accordance with

the budget; reviews and signs purchase requisitions, vouchers for payment or related financial records and sees that they are paid in accordance with departmental policy.

Supervises preparation and maintenance of the records and reports of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept and how long records are maintained, and provides for the security and privacy of all information. Personally completes any forms or records required of the chief administrative officer. Writes public service announcements or any other official department position paper for publication.

Promotes a positive image of the department in the daily performance of duties by interacting with the public, and federal, state, and local agencies. Attends any required meetings to give reports, to make recommendations, and to keep informed on local trends that may affect the fire service. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Determines target areas for fire prevention or public education efforts. Produces instructional material to be used in fire prevention and other public education programs. Writes speeches, delivers lectures, talks, or demonstrations on fire prevention or related topics to the community.

Supervises all employees assigned to the fire department. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Sets task priorities and long term goals for subordinates in order to best accomplish the goals of the organization. Counsels employees who are experiencing work problems; handles employee complaints and grievances; and maintains discipline among employees.

Evaluates and establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Serves as an instructor for formal classroom training. Provides for outside instruction to meet any training needs not available in the departmental training program.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Purchases equipment and supplies, keeping such purchases within the established budget. Provides for the repairs to all department buildings, property, or equipment, and sees that repairs were properly accomplished.

Develops and implements an emergency management system. Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials and special tactical situations. Establishes and implements effective fireground communications procedures to avoid confusion and to promote maximum effectiveness of fireground operations.

Directs a program of fire inspections in accordance with all applicable federal, state, and local laws and regulations. Supervises a program of pre-fire planning in order to provide fire fighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine the causes of fires.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

#### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

##### **EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

##### **OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include

administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least eight (8) years of progressively responsible experience in fire service positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.